



City of Rockville

MEMORANDUM

September 07, 2010

TO: All Concerned

FROM: Matthew Shanks, Supervisor of Plans and Permitting

SUBJECT: Residential Building Permits – 3 sets of drawings required

In an effort to reduce the length of time for plan review of residential projects, the Department of Community Planning and Development Services will begin requiring that three (3) sets of submittals (drawings and associated supporting documentation) be provided with every residential building (BLD) permit and single-family dwelling (SFD) permit.

Applicants will be required to provide three sets of submittals beginning **October 15, 2010**. After October 15th, those applications lacking the three sets of submittals will not be accepted.